

# ARNG AGR Job Vacancy Announcement

STATE OF WYOMING MILITARY DEPARTMENT  
Office of the Adjutant General  
5500 Bishop Boulevard  
CHEYENNE, WYOMING 82009-3320

20 November 2008

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is on the reverse side of this announcement.

Position Title:	<b>Training NCO, E-6</b>
Announcement No:	<b>09-31</b>
Closing Date:	<b>17 December 2008</b>
Max Grade Authorized:	<b>SSG/E-6</b>
MOS Criteria:	<b><u>13M</u></b>
Security Clearance:	<b><u>Secret</u></b>
Unit/Duty Location:	<b>A Btry 2-300<sup>th</sup> FA / Gillette WY</b>
Female Asg Elig:	<b>Closed</b>
Nominating Official:	<b>MAJ Henry J. Cudney, 2-300<sup>th</sup> FA BN OIC</b>

2. This vacancy is open to all active members (currently drilling) of the Wyoming Army National Guard.

3. All applicants, to include current AGRs, need to submit the forms listed under the instructions for applying section to HRO. Must be able to serve at least 5 years in active military status prior to completing 18 years of active federal service. Must meet medical & physical standards. Must meet eligibility criteria as prescribed in Tables 2-1, 2-2, 2-3 and AR 135-18. Selected individual must become qualified in MOS **13M** within one (1) year of assignment.

4. A brief description of duties and responsibilities and the instructions on how to apply for this position are on the reverse side of this announcement.

## Special Notes:

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications will not be accepted.
- Do not submit applications in file folders, binders, etc...

**The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.**

Human Resources Office Point of Contact:  
MSG Debra Franck, (307) 772-5167, email [debra.franck@us.army.mil](mailto:debra.franck@us.army.mil)

## **INSTRUCTIONS FOR APPLYING**

Individuals may apply by submitting the following documents to the Human Resources Office, 5500 Bishop Blvd., Cheyenne, WY 82009-3320, so as to arrive not later than 1630 on the closing date. Phone (307) 772-5167. **Applications not containing the required forms will not be considered.** Copies are acceptable.

- **NGB Form 34-1:** Application for Active Guard/Reserve (AGR) Position, must be signed.
- **TAG WY Form 17:** Individual Record of Weight Control/Progress dated within last 30 days.
- **DA Form 5500-R:** Body Fat Content Worksheet (if applicable)
- **DA Form 2-1:** Personnel Qualification Record (or Enlisted Record Brief)
- **NGB Form 23/23A:** ARNG current Annual Retirement Points Accounting Statement.
- **DD Form 2808:** Report of Medical Examination (current within 5 years)
- **DD Form 2807-1:** Report of Medical History (current within 5 years)
- **DA Form 705:** Current Army Physical Fitness Score Card (within 12 months)
- **Last 5 NCOERs/OERs:** If less than 5, submit what you have. A letter of recommendation or performance from the applicant's military supervisor will be submitted on soldiers not requiring an NCOER/OER.
- SF 181, Race and National Origin Identification Form (optional).
- A copy of college transcripts must be attached for any claimed college courses. Copies of certificates/diplomas for claimed related education must be attached.

## **BRIEF POSITION DESCRIPTION**

Responsible for preparing and managing correspondence; submitting payroll and maintaining financial records and accounts; performing personnel actions such as promotions, reductions, awards, address changes and other mobilization readiness tasks. Maintains unit files in accordance with appropriate regulations. Attends all schools necessary for position, unit training assemblies and annual training events. Assists the 2-300<sup>th</sup> BN Personnel NCO in the accomplishment of his duties; maintains tracking of battery Soldiers for physical, medical and dental readiness; executes mobilization checklists; writes and publishes military orders, appointments, reprimands and citations. Represents the unit as needed at public events. Performs physical training three times per week, minimum, and maintains proper levels of fitness and weight control. Maintains physical and uniform appearance in accordance with regulations and supervisory directives. Counsels assigned Soldiers and receives counseling from supervisors.

SPMD PARA/LIN **2341-020**